



**CIVILIAN CAREERS IN DEPARTMENT OF THE NAVY
THROUGH THE
HUMAN RESOURCES SERVICE CENTER
SOUTHWEST REGION**

**BUSINESS, INDUSTRY, AND
ACQUISITIONS GROUP**

Levels. Clerical (GS-1-5, DG-I-IV), administrative (GS-9-15 or DA-I-III), and professional (GS-5-15 or DP-III-IV) positions.

Functions. Advise on, administer, supervise, or perform work involving the acquisition of supplies, services, construction, or research and development using formal advertising or negotiation procedures; evaluation of contract proposals; and administration or termination and close out of contracts. Prepare, control, and review procurement documents and reports; verify or abstract information from documents and reports; maintain procurement files; resolve discrepancies; perform other similar work supporting procurement programs and operations. Redistribute, donate, sell, dispose of, and promote the use of surplus government property. Plan, estimate, schedule, and expedite use of labor, machines, and materials. Appraise and review appraisals of real or personal property or property interests. Manage or assist in managing one or more family housing projects, billeting facilities, or other accommodations such as transient or permanent individual family living quarters. Evaluation of housing management programs, the development of administrative procedures, and the provision of technical assistance to on-site housing management.

Locations. Most positions are located in office, laboratory, or warehouse environments on military installations, in military housing projects, or in leased spaces in the southwest. Some are located in foreign areas or may require foreign travel. Not all series and grades are available in all locations.

Series Available within the Business, Industry, and Acquisitions Group.

(Positions are in the General Schedule (GS), Demonstration Project (DA/DG/DP/NT) pay plans.)

1101 - General Business and Industry Specialist	1150 - Industrial Specialist
1102 - Contracting	1152 - Production Controller
1103 - Industrial Property Management	1170 - Realty Specialist
1104 - Property Disposal	1171 - Appraiser
1105 - Purchasing Agent	1173 - Housing Management
1106 - Procurement Clerk and Technician	1176 - Building Management
1130 - Public Utilities Specialist	1199 - Student Trainee (Business and Industry)

Knowledge Requirements. Legislation, regulations, and methods used in contracting; business and industry practices, procedures, sources of supply, cost factoring, requirement characteristics, and systems for management and control of Government-owned property. Knowledge of property disposal policies, programs, regulations, and procedures. Practical knowledge of procurement procedures, operations, regulations, and programs. Knowledge of real estate laws, principles, practices, markets, and techniques of appraisal. Knowledge of housing management operations, maintenance, assignments and utilization.

Starting Salaries. Visit web site www.opm.gov/oca/payrates/index.htm to obtain current salary information for the area(s) where you are interested in working. You may also call HRSC-SW Faxback at 1-800-831-0622 to request a faxed copy of a pay table (press option 7 at the main menu, then option 1, and then option 2 to receive a catalog of documents from which to select the appropriate pay table). Demonstration Project pay tables are not available on the web site; however, they are available by Faxback.

Area of Consideration. Resumes accepted will receive consideration as vacancies occur within geographical areas identified by applicants. Management will specify the area of consideration for specific vacancies. Area of consideration may be limited to the activity where the vacancy exists or to a subdivision of the organization. Management may opt to consider candidates other than those who specifically applied for the series of a vacancy.

Promotion Potential. Some positions may have promotion potential to a higher grade than the grade at which filled. Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

Supervisory Probationary Period. A one-year probationary period will be required for first-time managers/supervisors.

Temporary Promotions. Competitive Temporary Promotions may be made using rosters established from this bulletin and may subsequently be made permanent without further competition.

Security/Physical/Drug Testing Requirements. Some positions require a security clearance, successful completion of a physical examination, and/or a pre-employment drug test. Selection is tentative pending satisfactory completion of these requirements.

APPLICANT INFORMATION

When to Apply. You may submit your resume at any time. Individual vacancy listings will not be posted, so to assure you do not miss an opportunity, **submit your resume now.**

Who May Apply. Current or former permanent Federal employees eligible for promotion, reassignment, transfer, or reinstatement; eligible Nonappropriated Fund employees; Veterans' Readjustment Authority (VRA) eligibles; 30% Disabled Veterans; applicants appointable under the Persons with Disabilities Employment Program; current students; recent college graduates who are outstanding scholars (GPA of 3.45 or better); Executive Order 12721 eligibles; or other appropriate appointing authority. Veterans who are preference eligibles or who have been separated from the Armed Forces under honorable conditions after three years or more of continuous active service may apply. Upon request by HRSC-SW, you must be able to provide documentation to support your appointability.

How to Apply. A typewritten resume no more than five pages in length is the only acceptable application format. Address past experience which prepared you for the work for which you wish consideration. The HRSC-SW Applicant Kit contains specific information on how to apply and tips to assist you in preparing your resume. You may call 1-800-831-0622 to request a faxed copy (press option 7 at the main menu, then option 1, and request document no. 1050). You must respond to the questions listed on the Additional Data Sheet provided with the Applicant Kit and with this flyer. You may provide these responses on a separate piece of paper (does not count toward the 5-page resume limit) or at the end of your resume. Be sure to indicate the series in which you are interested. You may designate interest in as many series as you like, but if you do not designate at least one series, your resume will be returned. If the data requested on the Additional Data Sheet is not provided, your resume will be returned and you may miss consideration for employment.

You may have only one resume on file at a time; however, you may submit an updated resume at any time. When an updated resume is received, your new resume will replace the one already on file. You may also use the update process when you wish to add series for which you wish consideration. Your update must list ALL series in which you are interested (not just additional ones).

You may submit your resume and your responses to the questions on the Additional Data Sheet by E-mail (preferred) or by U.S. mail:

By E-mail: E-mail your resume in the body of your message. Do not send as an attachment. Submit to wantajob@sw.hroc.navy.mil.

By U.S. mail: HRSC-SW
Attn: Code 53 (1100)
525 B Street, Suite 600
San Diego, CA 92101-4418

If submitting your resume by E-mail, do not send anything other than your resume and your responses to the Additional Data Sheet questions. Questions and/or comments about your resume cannot be responded to because it will not be reviewed by our staff until it is matched to a vacancy.

Priority Placement/Consideration Programs. All positions are subject to mandatory consideration and placement programs. If you are a displaced employee of a non-DOD Federal agency, you may be eligible for special priority consideration under the Interagency Career Transition Assistance Program (ICTAP). To obtain complete information on this program, visit our web site at www.dasnhroc.navy.mil.

Qualification Requirements. All eligibility and qualifications requirements must be met by the cut-off date for the position.

Positions at grade level GS-3 require six months of general experience.

Positions at grade level GS-4 require one year of general experience.

Positions at grade level GS-5 and above require one year of specialized experience equivalent to the next lower level in work related to the position to be filled. Education may be substituted. A four-year degree qualifies at the GS-5 level.

Acquisitions Positions Requirements. Statutory education requirements for acquisitions positions are: 1) A baccalaureate degree from an accredited four year educational institution; or 2) At least 24 semester credit hours (or academic equivalent) of study from an accredited institution in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (Note: courses for which the American Council on Education (ACE) has recommended college credit may not be counted toward the 24-credit hour requirement unless they have been officially accepted by an accredited university or institution of higher education and academic credit has been granted); or 3) Successful completion of acceptable equivalency examinations (Defense Activity for Non-Traditional Education Support (DANTES) or other acceptable examinations; or 4) As of 1 October 1991, at least 10 years experience in acquisition positions or in similar positions in which the person obtained experience directly related to the field of contracting.

Relocation expenses may or may not be authorized. If you are applying for a geographic location other than your current one, it is suggested that you indicate at the end of your resume whether or not you are willing to relocate at your own expense.